



**Waukesha County Criminal Justice Collaborating Council  
Victims' Rights Committee Minutes  
Monday, July 9, 2018**

**Team Members Present:**

|                                   |            |               |
|-----------------------------------|------------|---------------|
| Jen Dunn                          | Monica Paz | Giana Amelunk |
| Katie Kegel (on behalf of Menden) |            |               |

**Team Members Excused:**

|            |             |                         |
|------------|-------------|-------------------------|
| Marla Bell | Eryn Menden | Hon. Michael Aprahamian |
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**Also Present:**

|                |                 |               |
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| Rebecca Luczaj | Janelle McClain | Gina Colletti |
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Dunn called the meeting to order at 12:07 p.m.

**Approve Minutes from May 14, 2018 Meeting**

Motion: Paz moved, Amelunk second, to approve the minutes from May 14, 2018. Motion carried unanimously.

**Follow-Up on Use of the Restitution Affidavit**

Dunn stated that because the local rule change has not been approved yet, some judges are stating that the victim still needs to attend the restitution hearing, even if they have filled out a Restitution Affidavit. This is contrary to what Dunn believed was to be happening that, at sentencing, the judges would let the parties know when the restitution affidavit would need to be completed, and if defense counsel wanted to lodge an objection or request additional time, they would have the opportunity. If the affidavit was submitted timely, and defense did not have any objections, then the victim did not have to appear. Therefore, the Victim Witness staff had been telling victims that they do not have to attend the hearing if they submit the affidavit, but are now having to tell them that they do need to attend.

According to Paz, the process for passing a local rule includes presenting the rule to the C/T judges to vote on, followed by having the proposed rule on the agenda for approval at the all judges' meeting for two consecutive meetings.

Kegel stated that she does not have a lot of experience with the affidavits. Her recent experience was receiving a call from the branch clerk asking if the victim was going to appear, so Kegel referred them to the District Attorney's office for the information. Kegel suggested training is needed on the affidavit form and process for the State Public Defender's (SPD) Office, as well as the private defense bar.

Kegel suggested creating a standardized restitution stipulation form and will provide the group with a sample for consideration. Amelunk stated that if a standard stipulation form is created, she can include the defense attorneys on the email with the stipulation, and if they agree to it, they can sign and email it back to her, and she will e-file it.

**Follow-Up on Format of Victim Witness Restitution Summaries Sent to DOC**

This agenda item has been tabled until a future meeting.

**Discuss Agenda Items for Next Meeting**

- Review restitution stipulation form

**Adjourn**

The meeting adjourned at 1:04 p.m.